

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



March 6, 2020

Dr. Dwight Gunter, Board Chair
Trevecca Nazarene University
333 Murfreesboro Road
Nashville, TN 37210

Dear Dr. Gunter:

Please find attached the monitoring report of the Trevecca Nazarene University relating to the contract it had with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2019.

The Office of Financial Accountability is charged with the responsibility of monitoring grant funds, including Community Partnership Funds, from the Metropolitan Nashville Government to any nonprofit organization. Staff from the Office of Financial Accountability conducted the review on November 19, 2019.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-862-6712.

Sincerely,

Kevin Brown, CMFO, CICA, CFE
Finance Manager

cc: Janice Lovell, Director of Grants & Foundation Relations
Kevin Crumbo, Director, Department of Finance
Celia Larson, Metro Public Health Department
Dianne Harden, Metro Public Health Department
Bradley Thompson, Metro Public Health Department

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Metropolitan Government of Nashville and Davidson County

TREVECCA NAZARENE UNIVERSITY

◆ Monitoring Report ◆

Conducted by



Office of Financial Accountability

March 6, 2020

MONITORING REPORT

TABLE OF CONTENTS

INTRODUCTION	5
OBJECTIVES, SCOPE AND METHODOLOGY	6
RESULTS OF MONITORING	7

INTRODUCTION

The Office of Financial Accountability (hereinafter referred to as “OFA”) has completed a monitoring review of Trevecca Nazarene University. A monitoring review is substantially less in scope than an audit. The OFA did not audit the financial statements and, accordingly, does not express an opinion or any assurances regarding the financial statements of Trevecca Nazarene University or any of its component units. The OFA is responsible for the internal monitoring of Metropolitan Government of Nashville and Davidson County (hereinafter referred to as “Metro”) agencies that receive federal and state financial assistance, including cooperative agreements and non-profit organizations that receive Direct Appropriations and Community Partnership Funds from Metro government. In summary, any agreement(s) that imposes performance and/or financial requirements on Metro government is subject to review by the OFA.

The purpose of this review was to assess the agency’s compliance with contractual requirements set forth in the following contract with Metro Government:

Contract	Type	Amount	Contract Term	
L-4087 (A-38950)	Community Partnership Funds	\$50,000	July 1, 2018	June 30, 2019

Agency Background

According to the agency’s website, Trevecca Nazarene University is committed to holistic education, encouraging students to grow intellectually, socially, emotionally, physically and spiritually. Trevecca Nazarene University is a private, fully accredited, Christian university offering undergraduate, master's, and doctoral degrees. The University seeks to engage students in critical thinking and meaningful worship to prepare them for lives of leadership and service.

Within its Trevecca Urban Farm, Trevecca Nazarene University utilized the Community Partnership Fund grant to create the TreeCycle program, a program in which area youth bikes throughout the Napier and Sudekum neighborhoods and plant trees. The purpose of TreeCycle is to remove barriers to health equity by empowering youth to plant an edible tree canopy and vegetable gardens in their neighborhood. In time, the neighborhoods should have cleaner air and streams as well as publicly available fruits and vegetables.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our review were:

- 1) To determine whether the agency had the resources and capacity to administer the grant funds.
- 2) To determine if costs and services were allowable and eligible.
- 3) To verify that program objectives were met.
- 4) To test the reliability of the financial and programmatic reporting.
- 5) To verify contractual compliance.

The scope of our review was limited to the contract term July 1, 2018 through June 30, 2019.

The monitoring review procedures included meeting with agency management and staff, reviewing board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in contract L-4087 (A-38950). Specific procedures included:

- Interviewing the employees responsible for grant management, financial reporting and accountability.
- Reviewing supporting documentation of expenditures for allowability, necessity and reasonableness.
- Reviewing the agency's general ledger and verifying the accuracy of all invoices submitted to Metro.
- Reviewing documentation to determine that funds were used for intended beneficiaries and expended in accordance with the spending plan of the contract.
- Reviewing documentation to support program activities for consistency with grant requirements.
- Assessing the financial stability of the agency and its ability to continue to administer the grant program funded by Metro.

RESULTS OF MONITORING

SUMMARY OF RESULTS

Criteria	Yes	No
Sufficient Resources and Capacity to Administer Funds?	✓	
Costs and Services Allowable and Eligible?	✓	
Program Objectives Met?	✓	
Reporting Requirements Met?	✓	
Compliance with Civil Rights Requirements?	✓	

RESULTS OF MONITORING

The overall results of the monitoring review are provided in this section. Results are based on testwork performed and include conclusions regarding specific review objectives and, if applicable, recommendations for improvement and an action plan for implementation. Where applicable, the Findings and Recommendations section of this report provides more insight into any issues identified below.

1. Sufficient Resources and Capacity to Administer Grant Funds

Our review of the agency's accounting system and the qualifications of the individuals assigned to manage the accounting records indicate that the agency possesses the necessary resources and professional expertise to effectively administer the grant funds.

2. Allowable and Eligible Costs and Services

Our review covered all of the core compliance areas identified by 2 CFR Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Additionally, the Metro Grants Manual requires separate accounting of the Metropolitan Nashville Government grant funds to prevent co-mingling of Metro Funds with other sources of funding. The agency was in compliance with this requirement. Different revenue classes as well as expenditure classes have been established to separately track the sources and amounts of funding. Also, the agency can easily and accurately report their expenses supported by the Metro grant.

Based on our test work, costs and services during the period were allowable and eligible.

3. Program and Performance Objectives

The contract stipulates that the agency shall use the funds for the provision of improving community health services to achieve the following outcomes:

1. Plant 500 fruit and nut trees and install 20 new gardens within the Chestnut Hill, Napier and Sudekum neighborhoods.

RESULTS OF MONITORING

2. Train 12 youth in environmental community work to have conceptual and hard skills to remove barriers to health by caring for the environment.
3. In time, the neighborhoods will have cleaner air and streams as well as publicly available fruits and vegetables.

Based on our review of program documentation and discussions with staff, the program performance objectives were met and the agency was in compliance with contractual program objectives.

4. Reliability of Financial and Programmatic Reporting

The contract requires submission of an annual audit report performed by a Certified Public Accountant. The contract also requires the agency to submit to Metro year end reports of the program outcome and a final expenditures report, no more than 45 days after the close of the contract.

We reviewed all applicable financial and programmatic reports required by the contract, including audited financial statements. Based on our review, the agency did comply with all financial and programmatic reporting requirements.

5. Civil Rights Requirements

Our review did not reveal anything to indicate that the agency was noncompliant with civil rights requirements. The agency also has necessary written policies and procedures relating to civil rights. The agency has not received any complaints regarding any form of discrimination. Further, civil rights and ADA postings are publicly displayed.